

MME Key Staff Training

What to expect and who must attend

- Half-day training sessions.
- Workshop materials available at each session.
- ONLY for “Named” Test Staff – All Test Supervisors (TS), Back-UP Supervisors (BU) and Test Accommodations Coordinators (TAC) are required to attend. Ideally, key staff will attend the same workshop session.
- District coordinators identified in the OEAA school profile may attend only by invitation.
- ISD MME Contacts may attend by invitation only.
- Invitations for training will be mailed from ACT by October 13.
- Training will include:
 - Testing Procedures
 - Procedures for 3 Test Sessions
 - Ordering Materials
 - Returning Materials
 - Avoiding the Pitfalls
 - Testing Special Populations
 - In-school Testing – Room Supervisors and Proctors
 - Questions and Answers
- Training Dates and Locations: Specific sites will be included in invitations
 - November 7 – Marquette
 - November 7 – Alpena
 - November 8 – Escanaba
 - November 8 – Mt. Pleasant
 - November 9 – Traverse City
 - November 13 – Oakland County
 - November 13 – Kent County
 - November 14 – Kalamazoo
 - November 14 – Macomb County
 - December 6 – Wayne County
 - December 14 - Lansing